

**STATE PROCUREMENT OFFICE**  
**NOTICE OF REQUEST FOR EXEMPTION**  
**FROM HRS CHAPTER 103D**

'12 MAY -8 P1:22

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DBEDT/Creative Industries Division  
*Name of Requesting Department*

SUBJECT: Request for Exemption

Pursuant to HRS §103D-102(b)(4) and HAR Chapter 3-120, the Department requests a procurement exemption for the following:

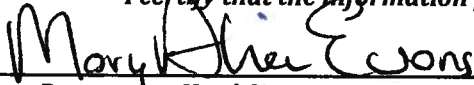
<b>1. Describe the goods, services or construction.</b> For services related to CID's participation in panels and archival video of the Kauai Music Festival (KMF) an annual 4-day celebration of the art & craft of songwriting on July 11-14, 2012. KMF provides aspiring artists/musicians with opportunities to advance their careers via seminars, networking events, songwriting competitions, consultation with industry executives in the areas of new media distribution, producing, marketing, A&R and business development opportunities. CID/DBEDT will feature panels on new avenues to expose Hawaii artists to innovative ways of marketing and distributing music with a focus on music scoring and licensing for film/TV/new media. Music Supervisor panelists from the film, television, and interactive media sectors will be featured.	
<b>2. Vendor/Contractor Name :</b> <div style="text-align: right;">The Kauai Music Festival (KMF)</div>	<b>3. Amount of Request:</b> \$ 8,000.00
<b>4. Term of Contract:</b> From: 5/23/2012 To: 10/31/2012	<b>5. Prior Exemption Reference No.:</b> Not Applicable
<b>6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:</b> KMF is the sole entity responsible for securing and coordinating sponsorships, related programs & corporate participation in The Kauai Music Festival. KMF is the oldest and largest songwriting festival in the State and will be celebrating their 10th anniversary this year. Programming at the festival includes master classes, songwriting/composing workshops, publisher/business panels, one-on-one sessions, showcases/performances, and feedback panels. CID's participation in the KMF is an integral part of Hawaii's initiatives to heighten awareness, educate music industry professionals and showcase the diversity of Hawaii's artists. Providing Hawaii's musicians, composers and songwriters with the opportunity to learn and network with top industry leaders is a launching point for future collaboration and business development. It is for these reasons that CID is requesting an exemption for the ASCAP Expo under Chapter 103D.	
<b>7. In selecting the vendor/contractor, explain in detail, the process the department will utilize to maximize fair and open competition:</b> Because this event is scheduled to take place in July 2012, there is a short time frame for committing to sponsorship of this event, as well as planning panel sessions and securing panelists. It is for these reasons that CID is requesting an exemption for this program under Chapter 103D. CID will be issuing a biennial RFP covering future sponsorship events of this nature. The anticipated timeline for issuing the RFP is as follows: 1) June 2012: CID staff to draft/finalize RFP 2) July 2012: Issue RFP 3) August 2012 - Committee evaluation of proposals 4) October 2012 - Vendors selected and awards are made	

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process and has completed mandatory training. ( Type over "example" and delete cells not used)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Tracie Young	DBEDT/CID	587-2767	tyoung@dbedt.hawaii.gov

9. The department shall ensure adherence to applicable administrative and statutory requirements, and all requirements, approvals, and internal controls for this request are the responsibility of the department.

*I certify that the information provided above is, to the best of my knowledge, true and correct.*



Department Head Signature

5-7-12

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted

5.9.12

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from date notice posted to:

Chief Procurement Officer  
State Procurement Office P.O.  
Box 119 Honolulu, Hawaii  
96810-0119

10. Chief Procurement Officer (CPO) Comments:

Approval is granted with the understanding that all future awards/sponsorships are required to be issued via an annual solicitation pursuant to HRS §103D-303, competitive sealed proposals in July 2012. The solicitation shall disclose the department's intention for seeking proposals, including a description of the performance or benefit required, scope or parameters of the service/activity, terms and conditions, requirements of such sponsorships, estimated funding, criteria/evaluation factors, etc. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Donn Tsuruda-Kashiwabara at 586-0565 or donna.tsuruda-kashiwabara@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required

  
Chief Procurement Officer Signature

6/7/2012  
Date